

**GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT**

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Office Of Financial Services		Application Number	
8/24/82		Public Assistance Unit		73-479-A	
Application Number		47 Trinity Ave. S.W.		Date Received	
82-44		Atlanta, Ga. 30334		AUG 31 1982	
2. Person to Contact		Working Title		Telephone Number	
Nancy Howell		Supervisor		656-4373	
3. Action Requested		Change Filing Arrangement			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.		Change List of Inclusive Materials			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.		Change Records Cut-Off Instructions			
c. <input checked="" type="checkbox"/> Amend Application No. 73-479		Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest Latest		Public Assistance Check Stop Payment File			
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?			
7. Records Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to:					
Included are: (Form 5114- Stop Payment PA Check), which County DFCS Offices use to request a stop payment on PA check, and Public Assistance Office uses to request bank to place stop payment on PA check; (Form 5228- Affidavit Regarding Duplicate Check), which is used to document that recipient has received a duplicate PA check;					
File is arranged: alphabetically by county name					
8. Monthly Reference Rate		How often are records referred to which are:			
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Nancy J. Howell	8/24/82	Paul T. Murphy Jr.	8/24/82

State Records Committee (Signature)		Date
State Auditor/Designee	Thomas A. Smith	10-18-82
Secretary of State/Designee	Edward Weeden	10/14/82
Attorney General/Designee	Shugart	10-20-82

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

ATTACHMENT SHEET

73-476 PUBLIC ASSISTANCE AUTHORIZATION FILES
Documents relating to the authorization of monetary assistance (Public Assistance) to eligible recipients in the State. Included are:

1. 301-Initial Authorization
2. 302-Status Change or termination
3. 303-Corrective Action
4. 304-Supplemental payment
5. 306-Address Change
6. 307-County hold order/Disposition advice
7. 308-State hold order/Disposition advice
8. 309-Check undelivered notice
9. 310-Check returned by county
10. 314-Check cancelled at State office
11. 394-394.1-Authorized for payment to nursing home vendor

Files are arranged by batch number.

Cut off monthly; hold in current files area for one (1) year; transfer to State Records Center and hold for two (2) years; then destroy; however, records shall be retained until resolution of audit questions.

73-477 PUBLIC ASSISTANCE CANCELLED CHECK FILES
Documents relating to the expenditure of Public Assistance Monies. Included are: Form #326 - Public Assistance Cancelled Check. Files are arranged numerically by batch number, then by date.

Cut off monthly; hold in current files area for six (6) months; transfer to State Records Center for 2 1/2 years then destroy; however records shall be retained until resolution of audit questions.

73-478 COUNTY CORRESPONDENCE FILE
Documents relating to official correspondence between county Department of Family and Children Services and the State Department. Included are:

1. form letters making corrections in date, address, status, signature
2. letters of transfer of Public Assistance checks
3. miscellaneous transmittal letters

Files are arranged alphabetically by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

73-479 STOP PAYMENT FILES
Documents relating to the stopping of payment on a Public Assistance check. Included are:

1. Dept. form 104(362)
2. County Department transmittal letter re: Stop payment of public check (form 654)
3. Letter from county to state
4. Letter to bank re: Stop Payment
5. Copy of public assistance check with original check that was cancelled
6. Acknowledgement letter from bank re: Cancellation of public assistance check

File is arranged by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) year; then destroy. However records shall be retained until resolution of audit questions.

Continuation of Attachment Sheet

73-480

PUBLIC ASSISTANCE CHECK REGISTERS FILE

Documents relating to the issuance of Public Assistance checks. Included are: form #353 - Georgia State Department of Family and Children Services Check Register. Files are arranged by date and by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.